

Chapter Business Plans

Process for approvals, information & decision.

Assumption: Let's assume that we are creating a chapter business plan for 2016.

Process timeline:

June 2015

- Chapter office will determine the best possible deadline for business plan submission.
- Typically, the chapter business plan is due at the end of June to merge with PEO's business planning process.
- Chapters send in their Business Plans to be received by the Chapter Office.

July 2015

- Chapter Office checks Plans for completion & technical errors (follows up with Chapters if it is incomplete or if any errors are found).
 - *Chapter Office will also flag concerns with Plans, follow up with Chapters for clarification, and communicate this to Regional Councillors for Regional Councillors who have communicated to the Chapter Manager that they would like this assistance.
- Chapter Office to distribute completed & error free Plans to Regional Councillors.
- Regional Councillors to review Plans:
 - If the Plans are approved, Senior Regional Councillors to notify the Chapter Office – the Chapter Office will send the approved Business Plan file back to the Chapters.
 - If the Plans are not approved, the Senior Regional Councillors to contact the Chapter Chairs to discuss concerns, revisions, etc.
 - Once an agreement has been reached, Senior Regional Councillor to notify the Chapter Office and ensure the Chapter Office has the revised Plan.
- RCC to meet in July and to reach a decision on the 2016 chapter allotment value.

August 2015

- Chapter Manager to incorporate the RCC approved numbers into the Chapter Budget codes.
- Chapter Manager is responsible for entering the agreed upon values into the master budget roster.
- Chapter Budget is reviewed by the Senior Management Team (SMT) as an overall budget.
- The last step for the budget before council is submission to the PEO Finance Committee for final review and blessing.

September 2015

- PEO Council receives the overall draft 2016 PEO budget.

November 2015

- Council deliberates and makes a decision on the 2016 PEO budget.

Budget not approved

- RCC, Chapters office staff and all our chapters need to work together to help produce a new budget that is acceptable to Council.

Budget approved

- RCC can move forward determine how to distribute the 2016 chapter allotment amongst all 36 chapters with the 5 regions during its December meeting.
- Any changes to the 2016 PEO budget that affects the Chapters will need to be communicated back to the chapters by the senior regional councillors of the region.

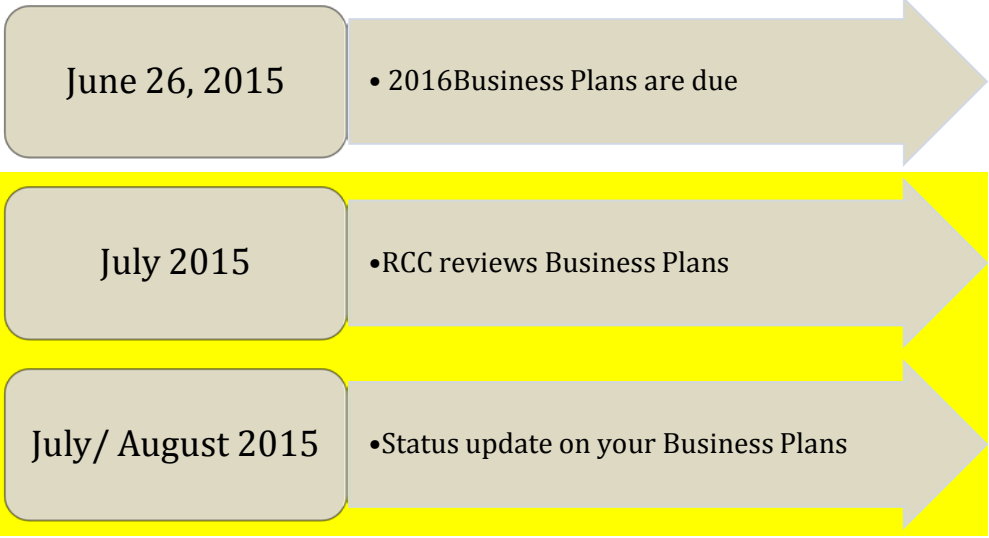
- Suggested method of determining chapter allotment
 - Regional Councillors of the region will work with the chapters to determine the optimal chapter allocation within their region in a fair and equitable fashion.
 - It is important for the Senior Regional Councillors to not show bias or appear to have a conflict of interest.
 - Although not mandated by RCC, as the need arise, it is probably a good idea to hold some sort of mini meeting to discuss allocation before it gets cast in stone.
 - This practice pays dividends by reducing arguments over money and promotes team work. Recognizing this is not a common problem, therefore the practice is not mandated.
 - Once an allotment amount for each chapter has been decided on, Senior Regional Councillors will notify the Chapter Office.
 - Chapter Office to lock the Plans for editing, and send them back to the Chapters as **approved plans**.
- Should a region not receive its requested allotment amount:
 - Senior Regional Councillors to discuss/negotiate with Chapter Chairs in the region to determine how to make up the funding difference (ex.: use Chapter bank accounts, try special project funding, plan fewer activities, etc.)
 - After discussing, Senior Regional Councillors to notify Chapter Chairs & Chapter Manager of the approved Chapter allotment amount.
 - If the Chapters will be reducing the amount of planned activities, Chapters to submit revised Business Plans to the Chapter Office.
 - Chapter Office to lock editing & send the approved Plans back to the Chapters.

Q1 2016

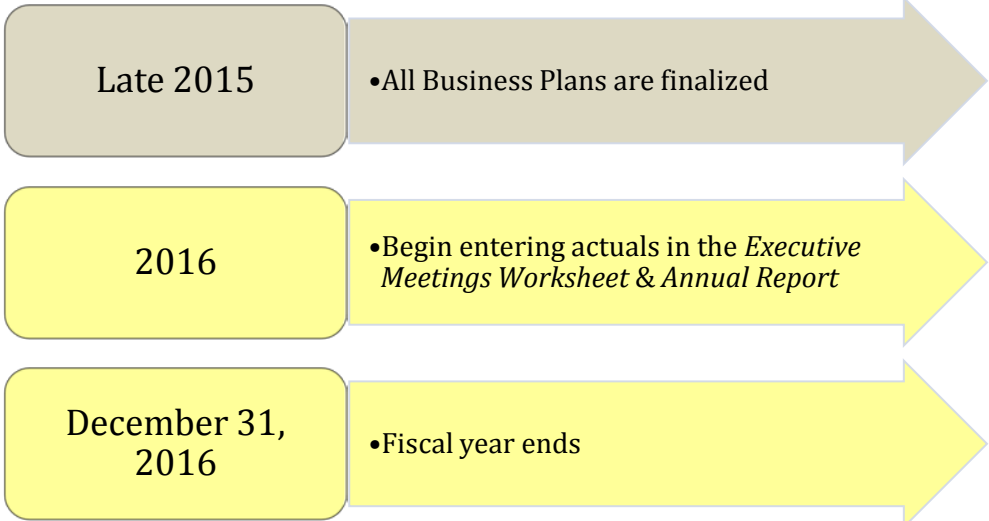
- As per RCC motion, Chapter office will be distributing the 50% of approved allotment as soon as the 2016 budget is available from PEO finance.
- The remainder 50% will be distributed to the chapters who have completed their year end reporting.
- Unless otherwise instructed, the normal year end reporting comprise of three elements
 - Excel file of the 2015 Chapter Business Plan,
 - The actual numbers filled in.
 - Remember: RCC require an explanation if the variance is greater or lesser than 20%
 - Pivot table
 - Chapter office will run the pivot table for the chapter and return the excel file back to the chapter.
 - The pivot table should be used by the chair and the treasurer to report on chapter operations and finances
 - PDF file of the signed financial statement.
 - The numbers page finance statement should be the same as the one in the excel file of the 2015 Chapter Business Plan.
 - The signature page should have TWO signatures – the treasurer and the examiner. Chapter office can assist in getting the signature of the councillor.
- Chapters to begin entering data into the reporting worksheets for the 2016 business plans.

The 2016 Chapter Business Planning & Reporting Cycle

Planning



Executing



Reporting

